

NCI Telework Program Policy
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Note: This policy is written to anticipate all scenarios that need to be addressed to encourage successful telework situations. However, not all circumstances can be predicted and periodic updates will be posted as needed. If you have suggestions for improving this policy, please submit them to nciteleworkcontact@mail.nih.gov.

A. Purpose

As outlined in the OPM Guide to Telework in the Federal Government, “Federal Telework programs are established primarily to meet agency mission and operational needs. Telework saves money by helping government reduce real estate and energy costs and promote management efficiencies; makes us more resilient in severe weather and other emergencies; improves the quality of employee work-life; and increases employment opportunities for persons with disabilities. It is important to understand that Telework is not an employee right, i.e. Federal law requires agencies to establish Telework programs but does not give individual employees a legal right to Telework. Employee participation in Telework is voluntary. Telework is primarily an arrangement established to facilitate the accomplishment of work.”

As recently defined in law by the Telework Enhancement Act of 2010, the term “Telework” or “teleworking” refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee’s position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. In order to use the flexibility, the Act requires a written Telework Agreement and Telework Training for employees and managers.

Further, it is the responsibility of federal agencies to maintain certain mission critical services and functions during an emergency, while also ensuring the safety of all staff and contractors. The NCI Telework Policy includes those provisions which are based on the principle that NCI’s essential functions must be carried on during an emergency without compromising the safety of employees, patients or the community. This policy identifies options for telework for NCI staff which will be followed during an emergency as well as expectations for work and communication during emergency closings, dismissals, delayed arrivals and other disruptions.

B. Background

Advances in telecommunications, the rising cost of office space, growing air pollution, traffic congestion, and changing social needs have increased interest in telecommuting arrangements. Telework is a practical solution to these quality of life issues, as well as to work life challenges.

Public Law No. 106-346, Section 359, dated October 23, 2000, as interpreted by the Office of Personnel Management (OPM) in a memorandum dated February 9, 2001, instructs Federal agencies to: (1) review existing telecommuting policies to reduce and eliminate barriers that inhibit the use of telecommuting and to increase program participation; (2) establish eligibility criteria; and (3) subject to any applicable agency policies or bargaining obligations, allow employees who meet the criteria and want to participate to apply to do so, if they are satisfactory performers. The law provides that its requirements must be applied by 2004, to

100% of the Federal workforce. Further legislation in 2004, Public Law 108-199, Division B, section 627 and Public Law 108-447, Division b, Section 622, issued directives to certain agencies to increase telework participation by specified amounts.

The Telework Enhancement Act of 2010 specifies roles, responsibilities and expectations for all Federal executive agencies with regard to telework policies; employee eligibility and participation; program implementation; and reporting. This Act requires all agencies to implement telework into their Continuity of Operations of Plans (COOP) by June 2011. Historical and background information on Federal telework, is available at www.telework.gov.

C. References

1. Telework Enhancement Act of 2010, dated 12/09/2010.
<http://www.gpo.gov/fdsys/pkg/BILLS-111hr1722enr/pdf/BILLS-111hr1722enr.pdf>
2. HHS Telework Program Policy, dated 04/21/2011 draft.
<http://mynci.cancer.gov/files/hhs-telework-program-policy-draft.pdf>
3. NIH Manual Chapter 2300-600-1, NIH Flexible Workplace Program Procedures, dated 10/30/2003; partial revision 05/18/2004.
<http://oma.od.nih.gov/manualchapters/person/2300-600-1/>
4. NIH Manual chapter 2204, Reasonable Accommodations, dated 08/01/2001.
<http://oma.od.nih.gov/manualchapters/management/2204/>
5. NIH Manual Chapter 26101-25-2-2, Personal Property Management Guide: Authorities and Responsibilities in Personal Property Management, dated 02/06/2001.
<http://oma.od.nih.gov/manualchapters/acquisitions/26101-25-2-2/>
6. Federal Employee's Compensation Act.
http://www.telework.gov/guidance_and_legislation/telework_guide/telework_guide.pdf
7. Policy and Procedure No. 105 "Delayed Opening/Closing or Early Dismissal of NCI – Frederick Personnel".
<http://ncifrederick.cancer.gov/Staff/Policies/Documents/100/105.pdf>
8. NIH Remote Access Policy, dated 01/03/2006.
<http://oma.od.nih.gov/manualchapters/management/2810/>
9. NIH Manual Chapter 1743 "Keeping and Destroying Records".
<http://oma.od.nih.gov/manualchapters/acquisitions/26101-25-2-2/>
10. OPM Guide to Telework in the Federal Government, April 2011.
http://www.telework.gov/guidance_and_legislation/telework_guide/telework_guide.pdf
11. Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Emergencies or Other Emergency Situations.
http://www.telework.gov/guidance_and_legislation/telework_guide/telework_guide.pdf

12. Emergency Situations That Prevent Employees from Reporting for Work.

http://www.telework.gov/guidance_and_legislation/telework_guide/telework_guide.pdf

D. Definitions

- Alternate Work Site (Telework Site): A specific area within a teleworker's residence, at a telecommuting center, or at another approved location other than the teleworker's official duty station.
- Ad Hoc Telework: Working at an alternate work site on a non-routine, non-regular basis. Ad Hoc Telework is for staff who are experiencing a unique episodic need or who have a special assignment which is appropriate for telework.
- Costs: Expenses directly attributable to an employee's participation in the Telework Program, e.g., cost of leased space from a General Services Administration (GSA) satellite center.
- Emergency Telework: During an emergency and/or in dismissal or closure situations, management may identify work that is critical to Institute operations as appropriate to be carried out from off-site and may direct an employee to telework even if he or she is not on an official Telework Agreement.
- Medical Telework: Working at an alternate work site on a regular or ad hoc basis while an employee is recovering from an injury or illness or for employees with a condition requiring reasonable accommodations. A reasonable accommodation of telework can be made to ensure an opportunity for the employee to utilize his/her skills, knowledge, abilities, and capacity for safe and productive job performance. See NIH Manual chapter 2204, Reasonable Accommodations for further information.
- Official Duty Station: The work site assignment specified in a teleworker's electronic Official Personnel Folder (eOPF).
- Portable Duties: Duties that can easily be completed at an alternate work location without affecting quality or quantity of work completed.
- Regular Telework: Working at an alternate work site on an on-going recurring schedule or without a recurring schedule, i.e., on a flexible basis, **a maximum of four days per week**. In order to remain familiar with remote technologies and communication tools, NCI recommends scheduling telework **a minimum of one day per month**.
- Telework: Working at a location other than the teleworker's official duty station in accordance with the terms and conditions of an NCI Telework Agreement.
- Teleworker: An individual, who meets the eligibility criteria, has regular or temporary portable duties, and an approved Regular, Ad Hoc, or Medical Telework Agreement.
- Telework Agreement: An agreement between employee and supervisor that allows the employee, under specific guidelines, to perform portable duties at an alternate work site

for a specified period of time or for completion of a specific project. A Telework Agreement may be Regular, Ad Hoc, or Medical using the criteria specified in this policy and must be renewed annually in the NCI Electronic Telework System (ETS).

- Telework Request: A request from an employee with an approved Telework Agreement submitted via the Integrated Time and Attendance System (ITAS) for supervisory approval specifying the date(s) and time(s) the employee will telework. The Telework Request must be submitted prior to the employee teleworking. CRTAs and Visiting Fellows will use the NCI Electronic Telework System (ETS) for requesting and obtaining approval for telework.
- Unscheduled Telework: Unscheduled telework may be invoked when an announcement is made by OPM or NIH/NCI allowing a Federal employee who is on an approved Telework Agreement to request unscheduled telework during dismissal or closure situations.

E. Responsibilities

- Institute Director, NCI, has the overall responsibility for the implementation of the Telework Program.
- NCI Deputy Director for Management (Executive Officer) is responsible for the administrative oversight and management of the Telework Program.
- Director, Office of Workforce Management & Development (OWPD), NCI, manages the Telework Program by developing and interpreting relevant policies and procedures, and directs and oversees the work of the Telework Program Coordinator.
- NCI Telework Program Coordinator provides information to supervisors and teleworkers, maintains files and records, ensures data collection, the functionality of the NCI Electronic Telework System (ETS), and Program reporting.
- Approving Official (Laboratory/Branch Chief or equivalent or higher in the Teleworker supervisory chain) approves Telework Agreements.
- Immediate Supervisor: (May also be the Approving Official, if at the Laboratory/Branch Chief or equivalent level or higher):
 1. Reviews the Telework Agreement and determines if the teleworker's duties are portable using the guidelines provided in Appendix 4: "Determining Portability of Duties."
 2. Verifies the teleworker's current performance rating as "Fully Successful" or higher;
 3. Verifies that the employee is not on a Performance Improvement Plan (PIP) or Special Leave Procedures;
 4. Verifies that the employee has no active adverse action on file in their Official Personnel Folder (eOPF) or with their supervisor;
 5. Verifies that the employee has taken Telework Training;
 6. Considers the impact of Telework on workplace operations and the implementation costs, if any;

7. Concurs with or approves the Telework Agreement and approves Telework Requests; and
 8. Monitors the teleworker's work and performance while participating in the Telework Program.
- Teleworkers must comply with the responsibilities and criteria detailed in this policy and as provided by their supervisor.

F. Policy

1. General

It is the policy of the National Cancer Institute (NCI) to provide employees with working conditions that promote good job performance and productivity while meeting the needs of employees, the Institute, and the public. The NCI has established a Telework Program that, with approval through a four-step process of eligibility, telework training, Agreement approval, and Request approval, allows eligible employees to work at a location other than their official duty station.

All FTE full-time and part-time employees, including trainees (e.g. CRTA Fellows and Visiting Fellows), are eligible to be considered for participation in the Telework Program. Contractor staff is not eligible to participate in this Program, and PHS Commissioned Officers are not covered by this policy. Commissioned Corps Personnel Manual, Chapter CC23.5, Instruction 10 – Use of Alternative Workplaces:
http://dcp.psc.gov/PDF_docs/23510.pdf.

Participation in the NCI Telework Program is a management option and not a right, and should be voluntary. The supervisor and teleworker must both agree to participation in the Program. Telework does not change the terms and conditions of an employee's appointment. The Approving Official will consider all factors, including eligibility criteria and guidelines, the needs of the organization, cost, and the impact of the request in deciding whether to grant approval.

This policy describes the requirements that must be met in order for an NCI employee to apply to work at a site other than their official duty station under "Eligibility to Participate – Employees". An employee, who meets the list of criteria established by this policy, is eligible to apply for telework privileges using the NCI Electronic Telework System (ETS).

A Telework site can be a teleworker's home, a General Services Administration (GSA) Telework Center, or another approved location.

This policy complies with all OPM, DHHS, NIH, and other Federal regulations applicable to Telework programs.

Beginning telework involves a 4-step process:

- 1) Discussion between an employee and supervisor about eligibility and duties to be performed while teleworking
- 2) Completing Telework Training
- 3) Submitting a Telework Agreement and receiving approval of the Agreement

- 4) Requesting and receiving approval to telework on specific date(s) and time(s)

2. Eligibility to Participate

In order for an employee to be eligible to participate in the NCI Telework Program, the employee must:

- Be a full-time or part-time employee;
- Have a current performance rating of Fully Successful or higher;
- Have not been officially disciplined for violations of the Standards of Ethical Conduct for Employees of the Executive Branch, subpart G, on viewing, downloading, or exchanging pornography;
- Have not been officially disciplined for being absent without leave (AWOL) for more than five days in any calendar year;
- Not be on a Performance Improvement Plan (PIP) or Special Leave Procedures;
- Have no active adverse action on file in their Official Personnel Folder (eOPF) or with their supervisor;
- Have sufficient employment history to support participation in the telework program; and
- Have completed Telework Training.

In order for a CRTA, Visiting Fellow, or other trainee to be eligible to participate, the individual must:

- Be a full-time or part-time trainee;
- Be making satisfactory progress toward goals established in their training plan;
- Have no active adverse action on file in their personnel record or with their supervisor;
- Have sufficient employment history to support participation in the telework program; and
- Have completed Telework Training.

Appendix 3 details all 12 criteria that must be fulfilled in order for a position and the individual in the position to qualify for Telework privileges.

3. Training

Approving Officials must confirm that employees have taken Telework Training prior to approving their Telework Agreement. Training for teleworkers and for supervisors managing teleworkers is available at

<http://hr.od.nih.gov/workingatnih/telework/training.htm>.

4. Telework Agreement

Once an employee has been determined eligible for telework, the employee must submit a Telework Agreement using the NCI Electronic Telework System (ETS), <https://telework.nci.nih.gov/ets>. The employee's supervisor and the approving official (if a different person) are responsible for reviewing the Telework Agreement to determine whether or not an arrangement would be feasible for the individual and the organization, and to confirm that the eligibility criteria have been met.

If the Agreement is approved, the employee will receive an e-mail notice to that effect and can begin to schedule telework using ITAS.

If the Agreement is denied, the employee will receive an e-mail notice to that effect, listing the reasons(s) (i.e., eligibility criteria that were not met). If the reason(s) for denial changes, the employee may submit a new Agreement for review and approval.

5. Requesting Telework

Once a teleworker has an approved Telework Agreement, the teleworker must request approval for specific Telework days/hours by submitting a Telework Request in ITAS. CRTAs and Visiting Fellows will use ETS for requesting and obtaining approval for telework. The Telework Request is routed to the supervisor for approval. ITAS or ETS will send the teleworker an automated notification of approval or non-approval.

6. Telework Duties

The tasks performed while teleworking must:

- Be portable, i.e. it must be work that the teleworker can reasonably complete at an alternate work site. For guidance in determining portability of duties, see Appendix 4
- Generate work products that can be measured and/or evaluated for quality
- Not require close supervision or frequent guidance from a supervisor
- Not require daily, face-to-face interaction with coworkers and/or customers
- Rely on equipment, information technology, and connectivity that is available at the alternate work site, as applicable

7. Securing Remote Computers

All users of NCI's Remote Access Server and all VPN account holders are required to take the "Securing Remote Computers" portion of the Security Awareness Training available at <http://irtsectraining.nih.gov>. You must also electronically sign the User Certification Agreement that can be accessed at the end of the training.

8. Use of Personal Equipment v. Government-Furnished Equipment (GFE)

At this time, NCI Telework Policy does not require that teleworkers be furnished with government equipment (e.g., laptop, printer, etc.) in order to telework. Loan or provision of necessary equipment is at the Approving Official's discretion. Beginning in 2014, all employees who access NIH IT resources through the NIH Virtual Private Network (VPN) can only do so using GFE. Use of personal equipment will continue to be allowed to connect via the NCI Remote Access Server, <http://remoteaccess.nci.nih.gov/>. (Reference: NIH Manual Chapter 2814, NIH Policy on the Prohibited Use of Non-Government Furnished (Non-GFE) IT Equipment, dated 06/23/2011).

9. Determining Official Duty Station

A teleworker on a Regular Telework Agreement must work at their Official Duty Station (ODS) a **minimum of one day per week**. If the teleworker does not work at their ODS at least one day per week, the arrangement is NOT considered telework and a change of duty station request must be submitted to the Office of Human Resources (OHR). Prior to formally requesting a change of duty station, the supervisor and teleworker must consult with OHR staff regarding the implications of such a change. Examples of such implications include, but are not limited to, special salary rates, locality pay adjustments, hours of work, travel, and reduction-in-force issues.

10. Ensuring Safety at the Telework Site

When a teleworker is on property under his or her own control, activities which are not immediately directed toward the actual performance of regular duties do not arise out of employment. A teleworker who works at a desk at home removes himself or herself from the performance of regular duties as soon as he or she walks away from that desk to use the bathroom, get a cup of coffee, or seek fresh air. The "Personal Comfort Doctrine" does not apply, and coverage cannot be extended for injuries which result from such activities. Additional information is available at [Federal Employee's Compensation Act](#).

Civil Service teleworkers are covered under the Federal Employee's Compensation Act if injured in the course of performing official duties at the official duty station or the telework site. It should be noted that attending to personal comfort needs is not considered to be performing official duties. In addition, the teleworker shall be wholly liable for injuries to other persons on the teleworker's premises.

If a teleworker does become injured in the course of performing official duties at the telework site, the teleworker shall immediately report the accident and provide the supervisor with all medical documentation related to the accident. The teleworker agrees that it may be necessary for management to access the telework site to investigate an injury report. See Appendix 6: "Safety Checklist for Home-Based Teleworkers."

11. Dependent Care

Dependent care arrangements should not change substantially due to telework, although a decrease in commute time may help employees spend more time with family members. Children or dependent adults who are in care situations should remain in those situations, regardless of whether the employee is teleworking. However, an older child (for example, after school) or relatively independent elderly adult may be in the home during telework hours, as long as he/she is capable of pursuing his/her own activities.

12. Denial of Participation in the Telework Program

The denial by the approving official of an employee's Telework Agreement must be based on criteria contained in this policy, documented on the Telework agreement, and must be communicated to the employee. Depending on the reason for denial, the employee may want to discuss with the supervisor any steps the employee can take for reconsideration.

13. Change in Telework Terms/Termination

Participation in the NCI Telework Program may be terminated or the terms of participation may be changed at any time by either the teleworker or supervisor. Reasons for terminating or changing an Agreement may include the following:

- Change in teleworker's position description and/or work duties
- Negative impact of telework on teleworker performance
- Negative impact of telework on work group performance
- Change in work or personal circumstances of the teleworker

Changes to a Telework Agreement can be made by the teleworker or the supervisor, must be signed by both and, when necessary, submitted to the next level approving official for review and concurrence. Termination of a Telework Agreement by the approving official must be based on criteria contained in this policy, documented on the Telework Agreement, and must be communicated to the teleworker. If the Agreement is terminated by the teleworker, notification of the approving official(s) who approved the Agreement is required.

14. Contractors

Telework for contractor staff is not managed centrally by NCI. Contractors requesting telework arrangements should work with their contracting company and NCI manager.

NCI Contractor staff is required to be aware of their Company's policies regarding emergency closings, dismissals, delayed arrivals and other disruptions and are to manage their workday accordingly whenever the Federal government closes early, opens late or is closed to the public. Contractors are also required to communicate with NCI management regarding their work status for the day. Contractors assigned to NCI-Frederick must follow the provisions of Policy and Procedure No.105 "*Delayed Opening/Closing or Early Dismissal of NCI-Frederick Personnel.*"

15. Closure Conditions

The designation of delayed opening, early dismissal or closure to the public of Federal facilities will come from the Office of Personnel Management (OPM) or from NIH through NCI senior leadership. NCI employees should follow instructions they receive from NCI with regard to telework. Guidelines from OPM provided in Appendix 10 will assist NCI supervisors and their teleworking staff to manage telework smoothly and equitably while assuring that staff safety remains of paramount importance.

16. Unscheduled Telework

Unscheduled telework is an option for Federal employees, to the extent possible, when severe weather conditions or other circumstances disrupt commuting. Management will support the use of unscheduled telework to the fullest extent possible during all types of dismissal and/or closure situations. Supervisors and teleworkers will use their best professional judgment when planning for delayed arrivals, early dismissals, or closure to the public per OPM notification.

All eligible teleworkers must have an approved Telework Agreement in place prior to requesting unscheduled telework during dismissal and/or closure conditions.

Teleworkers who are on a Telework Agreement can be directed by their supervisor or other NCI leadership to telework during any type of emergency situation. Teleworking staff may be required to take on different assignments and support NCI in whatever capacity is needed, within the scope of their knowledge and skills.

All teleworkers will perform their duties to the best of their ability during a closure situation after ensuring the safety of their families and dependents.

For the purposes of Unscheduled Telework or Unscheduled Leave options announced by OPM, NIH, or NCI, trainees (e.g. CRTA Fellows, Visiting Fellows, and others) on hiring mechanisms who do not accrue leave should be treated the same as FTE employees for unscheduled telework and unscheduled leave purposes, with equal flexibilities and accommodations.

As stated above, NCI Contractor staff is required to be aware of their Company's policies regarding emergency closings, dismissals, delayed arrivals, and other disruptions and are to manage their workday accordingly whenever the Federal government closes early, opens late, or is closed to the public. Contractors are also required to communicate with NCI management regarding their work status for the day. Contractors assigned to NCI-Frederick must follow the provisions of Policy and Procedure No.105 *"Delayed Opening/Closing or Early Dismissal of NCI-Frederick Personnel."*

A. Requesting Unscheduled Telework

1. In order to be eligible for unscheduled telework, a teleworker must have an approved Telework Agreement.
2. Prior to teleworking, unless otherwise authorized by their supervisor, teleworkers must seek approval from their supervisor to use unscheduled leave or unscheduled telework during an OPM-announced delayed arrival, early dismissal, or closure with option for unscheduled telework, or after any announcement by NIH or NCI allowing optional use of unscheduled telework or unscheduled leave.

Supervisors should establish office procedures for employees to seek approval for the use of unscheduled telework under such conditions. This could include the names of first or second line supervisors or their designees authorized to approve unscheduled telework, contact methods whether by phone or email, the phone numbers and/or email addresses to use, the hour by which the approval must be requested in order to be approved, and steps to take if supervisory contact cannot be made in a timely manner.

3. On the days that OPM does not declare an unscheduled leave or unscheduled telework status because inclement weather conditions do not warrant such an announcement, supervisors are encouraged to be sensitive to the fact that localized weather and road conditions may preclude some teleworkers from

safely commuting to work and, when possible, consider the use of unscheduled leave or unscheduled telework for those teleworkers.

4. Supervisors should be as flexible as possible to enable all staff to work. For example, during a closure, teleworkers may need to flex time during their tour to handle personal or family issues. Supervisors should use their discretion in allowing a teleworker to modify an established tour of duty for a reasonable period in order to address those needs. Supervisors should also use their discretion, for example, to allow a change in a teleworker's regular day off under a Compressed Work Schedule (CWS) if that teleworker's services are required under emergency conditions.
5. NCI staff whose official duty station is in Frederick and therefore outside of the Washington D.C. commuting areas covered in OPM closure announcements should follow instructions found at <http://www.detrick.army.mil/> provided by the Fort Detrick Inclement Weather Public Affairs Office, call Ft. Detrick 301-619-7611 or toll free 1-800-256-7621 (press *8, 37611#), use TDD service at 301-619-2293, or tune in to local radio station WFRE 99.9FM.

B. Unscheduled Telework Communications

1. Teleworkers are responsible for maintaining communication with supervisors, obtaining approval from them if requesting unscheduled leave or telework, obtaining direction from supervisors about assignments to complete while teleworking, and of conditions that may lead to a disruption of their ability to telework.
2. Under closure announcements, teleworkers must contact their supervisor prior to the beginning of their tour of duty to request:
 - a. Unscheduled leave, such as annual leave, compensatory time off, credit hours, or leave without pay; or
 - b. Unscheduled telework, if the teleworker has a Telework Agreement in effect.
3. Teleworkers are responsible for having their supervisor and his/her designee's preferred contact information and must contact one of these individuals in order to request approval for unscheduled leave or unscheduled telework, or must follow the procedures established by their supervisor to request unscheduled telework. If the supervisor approves telework, the teleworker will then notify the rest of his/her work group and customers as to his/her tour and contact information. Teleworkers whose work impacts other groups must copy the supervisor within that group on all e-mails about work status.

G. Records Retention and Disposal

All records (email and non-email) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual 1743, "Keeping and Destroying Records, NIH Records Control Schedule."

NIH email messages: NIH email messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact the NCI Records Management Officer for additional information as needed.

NCIRecordsMgmtOfficer@mail.nih.gov

All email messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the email messages. Email messages must also be provided to Congressional oversight committees, if requested, and are subject to Freedom of Information Act requests. Since most email systems have back-up files that are retained for significant periods of time, email messages and attachments are likely to be retrievable from a back-up file after they have been deleted from the employee's computer. The back-up files are subject to the same requests as the original messages.

H. Internal Controls

1. The Office of Workforce Planning and Development (OWPD) is responsible for coordinating reviews of internal controls related to this policy.
2. Frequency of review: The first period of review of this policy is one year following implementation and every three to five years thereafter, unless significant issues are found in the initial review.
3. Method of review: OWPD will monitor changes in OPM, DHHS, and NIH policy related to Telework, as well as feedback provided by annual surveys. Review of the policy should also factor in feedback from the Institute leadership and workforce. OWPD will maintain oversight and ensure effective implementation and compliance with this policy. OWPD will monitor whether reasonable progress is being made to expand the program and will recommend appropriate action, as necessary, to the Executive Officer.
4. Review report distribution: NCI Deputy Director of Management (EO) and the Director, NCI Office of Management Policy and Compliance. Review reports should indicate that controls are in place and working well or identify any internal management control issues that should be brought to the attention of the report recipients.

Issued by: John Czajkowski
Deputy Director for Management, NCI

Date: December 15, 2012

Appendices

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Appendix 1: Telework FAQ's for Managers and Supervisors

The link included below will take you to a resource guide of Frequently Asked Questions for Supervisors.

<http://mynci.cancer.gov/workforce/worklife/telework-manager-fags>

Appendix 2: Telework FAQ's for Employees

The link included below will take you to a resource guide of Frequently Asked Questions for Employees.

<http://mynci.cancer.gov/workforce/worklife/telework-employee-faqs>

Appendix 3: Criteria for Determining Telework Eligibility

In determining eligibility for telework, both the position in question and the employee filling that position must be considered. The following 12 points will assist managers and supervisors in determining whether a particular position is eligible for telework and whether the employee in that position is also eligible. These criteria also determine which type of agreement is appropriate for the employee.

Regular Telework: is for employees who meet both sets of criteria and who plan to telework on a regular basis. Employees who elect not to be on a Regular Telework Agreement may occasionally have a time-limited need to telework, e.g., for special projects or for medical/reasonable accommodation situations. Ad Hoc or Medical Telework Agreements should be used in such situations.

Ad Hoc Telework: is for employees who do not plan to telework routinely, but who have occasional episodic needs to telework (e.g., special projects, inclement weather).

Medical Telework: can be requested while an employee is recovering from injury or illness or for employees with a condition requiring reasonable accommodations. A reasonable accommodation of telework can be made to ensure an opportunity for the employee to utilize his/her skills, knowledge, abilities, and capacity for safe and productive job performance. See NIH Manual chapter 2204, Reasonable Accommodations for further information. If an employee with an existing telework agreement needs to telework for medical reasons temporarily, a new agreement may not be required. See Appendix 1: "Employee FAQs" for details.

Position Eligibility

The position is eligible for regular telework if certain duties for the position:

1. Do not require on-site activity.
2. Do not involve the daily, direct handling of secure materials to include designated classified documents such as Confidential, Top Secret, etc.
3. Do not require daily close supervision or frequent guidance from a supervisor.
4. Do not require daily face-to-face interaction with co-workers and/or customers.
5. Can be carried out with information technology and connectivity available at a telework site.
6. Telework would not be detrimental to employee performance or efficient workplace operations.

Employee Eligibility

Employees may be eligible to participate in NCI's Telework Program if the employee:

7. Has a current performance rating of Fully Successful or higher.
8. Has not been officially disciplined for violations of the Standards of Ethical Conduct for Employees of the Executive Branch, subpart G, on viewing, downloading or exchanging pornography (*to the best of the approving official's knowledge*).
9. Has not been officially disciplined for being absent without leave (AWOL) for more than 5 days in any calendar year (*to the best of the approving official's knowledge*).
10. Is not on a Performance Improvement Plan (PIP) or Special Leave Procedures.
11. Has no active adverse action on file in their Official Personnel Folder (eOPF) or with their supervisor.
12. Has sufficient employment history to support participation in the telework program.

Appendix 4: Determining Portability of Duties

Portable duties are defined as duties that may be done in more than one location without diminishing the quality or quantity of work completed. Examples of portable work include, but are not limited to:

- *Research and/or reading of books, periodicals, and online material*
- *Writing*
- *Analyzing data*
- *Reviewing proposals or contracts*
- *Responding to correspondence*
- *Drafting reports or other documents*
- *Program planning*
- *Scheduling meetings and conference calls*
- *Web page design*
- *Data entry*
- *Reading and responding to e-mails*

Characteristics of portable work include, but are not limited to:

- *Limited face-to-face communication requirements*
- *Limited need for in-office reference materials or special equipment*
- *Can be handled using technology and connectivity that is reliably available at the telework site*
- *Communication that can be handled by use of phone, fax, voicemail, or e-mail*

Appendix 5: Teleworker and Supervisor Responsibilities

Teleworker will discuss with his/her supervisor his/her participation in the NCI Telework Program, and the applicability of determining portable duties. Once verbal agreement is provided, the teleworker will submit a Telework Agreement for approval.

If working at a GSA Satellite Center, the teleworker will complete the [Telecommuting Facility Reimbursement Information Sheet](#) and submit it to his/her supervisor with the Telework Agreement. See Appendix 8.

Once approved for telework, teleworker must request approval for each instance of telework using the Integrated Time and Attendance System (ITAS).

Teleworkers are also responsible for the following:

- Conscientiously observing the hours of work stipulated in the Telework Request, beginning and ending work at the specified time (with a lunch break, as appropriate);
- Dedicating duty time exclusively to the performance of assigned duties uninterrupted by family responsibilities, care of any dependents, or anything else that may prevent or interfere with the performance of work;
- Being available by phone, e-mail, fax, or other means of communication specified in the Agreement for contact with the supervisor, co-workers, customers, or others throughout the stipulated work period;
- Observing the same routine and practices prevalent at the official duty station, and reporting time and attendance to the supervisor and timekeeper. Normal leave rules apply and all absences from the workplace during work hours must be reported, documented, and approved according to regular leave procedures.

Approvals:

Prior to the approval process, supervisor and teleworker shall discuss the option for telework and agree to terms of telework, if it proves feasible. Teleworker then initiates the electronic agreement and approval process. The immediate supervisor will review the Telework Agreement, verify employee eligibility, and if acceptable, he/she will approve the agreement and will check either concurrence or non-concurrence, and route it to the next level supervisor (at minimum the Laboratory or Branch Chief) for approval or disapproval. If the first line supervisor is at the Laboratory or Branch Chief-level, or equivalent, no further approvals are required.

If either supervisor chooses not to approve the agreement, the agreement and reason for the denial to participate must be routed to the teleworker. The document will indicate that should the stated reasons for denial change, the teleworker may re-submit the request.

The immediate supervisor is also responsible for reviewing and approving telework requests submitted via ITAS and for monitoring the teleworker's work and performance while participating in the Telework Program.

Appendix 6: Safety Checklist for Home-Based Teleworkers

The following list is designed to assess the overall safety of the telework site. Please read and review this safety checklist with your supervisor.

A. Work Station Setup

1. If in basement, will there be a problem with moisture?
2. Separate from major family activity area?
3. Secure from pets and family members?
4. Background or distracting noise is minimal? (TV, other persons, outside traffic)
5. Equipment not easily viewed from outside/external areas?
6. Office furniture and equipment ergonomically correct?
7. Lighting is directed behind or to the side of line of vision, not in front or above it?
8. Storage or file drawers available as needed?
9. Supplies/resources close to desk?
10. Does home office comply with lease/association agreement?

B. Safety

1. Safe exit path from work area? (recommended width = 36")
2. Evacuation plans established?
3. Smoke detector/alarm present and functional?
4. Fire extinguisher near work area?
5. First aid supplies adequate?
6. Extension/power cords secured and in safe condition?
7. Electrical outlets not overloaded?
8. No tripping hazards with electrical cords, loose rugs or carpet?
9. Equipment out of direct sunlight and away from heaters?
10. Air quality/ventilation adequate?
11. Uncluttered work environment (amount of paper at reasonable levels)?
12. Overhead shelves or cabinets not in hazardous locations?
13. Teleworker has property insurance, i.e., Homeowner's, Renter's, and/or Liability?
14. To the best of your knowledge, is the space free of material containing asbestos?
15. A drinkable water supply available?
16. Lavatory available with hot and cold running water?
17. All stairs with four or more steps equipped with hand rails?

C. Security

1. Locks on office door or file cabinet drawers?
2. Power surge protection in use?
3. Protective or secure storage for electronic files?
4. Privacy for confidential phone conversations?

Additional Comments/Suggestions: _____

Appendix 7: Personal Property Loan Record

You can access NIH Form 2489-3 “*Personal Property Loan Record*” using the link below.

<http://forms.nih.gov/adobe/property/NH2489-3.PDF>

Appendix 8: Telecommuting Facility Reimbursement Sheet

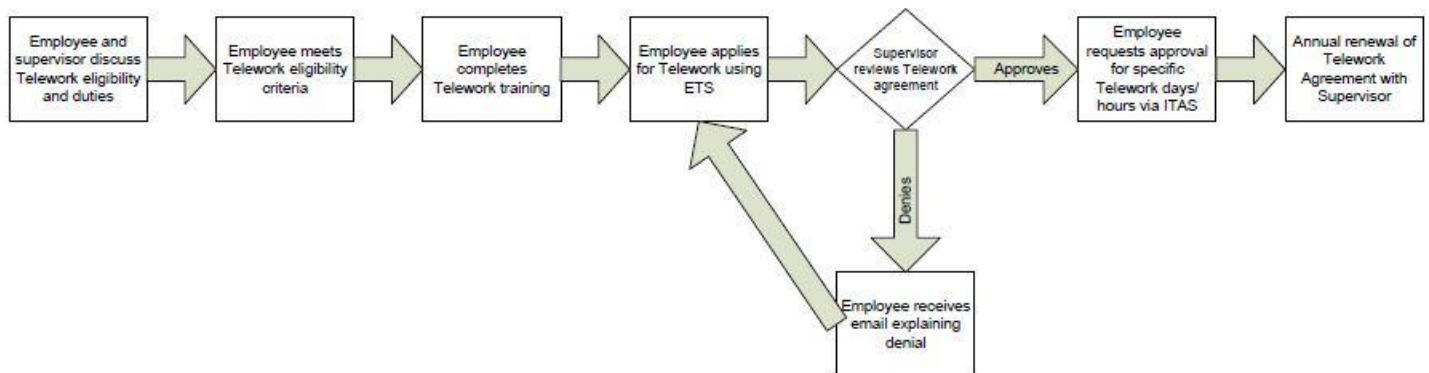
Use of the “*Telecommuting Facility Reimbursement Sheet*” is referenced in Appendix 5 of this policy. You can access it using the link below.

<http://www1.opm.gov/wrkfam/opm-gsa/OPM368C3.htm>

Appendix 9: NCI Telework Program Process Map

The process map link below provides a pictorial overview of the request and approval process for Regular Telework Agreements.

NCI Telework Approval Process



Appendix 10: Guidance on OPM Closure Announcements

NCI strives to maintain essential services and functions during emergencies while also considering teleworker health and safety concerns. While ensuring the important goal of business continuity and workplace productivity, managers should be flexible with the use of unscheduled telework, flexible work schedules, etc. The information below is intended to help staff understand some basic expectations during emergency closings, dismissals, delayed arrivals, and other disruptions.

If a disruption occurs before the workday begins, OPM will issue an announcement of the operating status of the Federal Government to the media, by 6:00 a.m. whenever possible. Staff is responsible for obtaining operating status information on local radio and television stations, by checking [OPM's website](http://www.opm.gov), or by signing up for OPM's Operating Status Listserv on www.opm.gov.

Visit <https://www.opm.gov/oca/compmemo/dismissal.pdf> to read OPM's complete Dismissal and Closure Procedures including OPM Announcements on the Status of Federal Government Operations in the Washington, DC area.